



Classification: Staff Services Analyst (Limited Term)	Position No. 5400-5157-
CBID: R01	Office: Energy Systems Research
Date Prepared: July, 2015	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction and supervision of the Energy Commission Supervisor II (TED), the incumbent serves as part of interdisciplinary and/or interdivisional teams, in a learning capacity, to plan and implement the research and development of public interest energy research. The goal of the our program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent performs work of average difficulty in a variety of consultative and analytical activities related to the development of contract agreements initiated to support public interest energy RD&D funding; manages non-technical electric projects; and consults with experts in the field.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers. The incumbent will participate in and lead meetings with staff from the Energy Commission and with other agencies.

DUTIES AND RESPONSIBILITIES

- 35% Project Funding Agreement Development. Either individually or as a member of a team, the incumbent will assist R&D staff in the development of the work statement, budget, schedule of deliverables, special conditions, technical and economic objectives to be used to determine project success, and other materials necessary to finalize the funding agreement document for projects within the R&D Program. These funding agreements will include, but not be limited to, contracts with public and private entities, work authorizations with universities and state colleges, collaborative research agreements, and memberships. In addition, the incumbent will schedule and assist in team meetings with the Legal Office, Contracts Office or Grants & Loans Office and the R&D Project Manager to review and approve completed funding agreement packages. The incumbent will prepare reports on R&D Program agreement development status including: allocations and expenditures. As a member of a team the incumbent will develop content for PIER Program reporting. (E)
- 25% Contract Management. The incumbent will assist with managing consultant contracts ensuring on time, on budget, quality deliverables. The incumbent will develop consultant contracts including: preparation of the work statement, budget, schedule, special conditions, and other materials necessary to finalize the funding agreement and



contract document for effective project management. The incumbent will establish and maintain a business relationship with the contractor; approve contract amendments; receive and review contractor's monthly progress reports. The incumbent will verify that all contract terms and conditions have been met before approving invoices (and, if necessary, dispute a particular invoice); conduct reviews of the work conducted by the contractor; and make site inspections. The incumbent will brief, both orally and in writing, Office, Division, and Commission management on the status of the contract. (E)

- 25% Research Results Dissemination. Assist with the finalization of complex project reports, fact sheets, and other documents to disseminate research results and lessons learned to Energy Commission staff with a focus on transferring information that provides significant public benefits to California and meet the state's energy policies and goals. (E)
- 5% Contract Streamlining. The incumbent will work with Contracts Office or Grants & Loans Office and Legal Office to maintain and revise Contract, Grant and Work Authorization Templates that the PIER Program uses. The incumbent will create new forms and templates as needed to streamline the funding agreement process; lead team meetings with Legal and the Contracts Office or the Grants & Loans Office to review any changes; and distribute files to Legal Office and Contract Office or the Grants & Loan Office. The incumbent will maintain PIMS database files for future agreements and work with PIMS to update and modify the business application process as needed. (E)
- 5% Financial Information Management. The incumbent will prepare reports on PIER Program financial information including allocations and expenditures. As a member of a team, the incumbent will develop content for PIER program reporting. (E)
- 5% Other Duties as Required. Consistent with the specification of the classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 40px; width: 100%;"></div> <div>Incumbent _____ Date _____</div> <div>Staff Services Analyst</div>	<div style="border-bottom: 1px solid black; height: 40px; width: 100%;"></div> <div>Jesselyn Rosales _____ Date _____</div> <div>Energy Commission Supervisor II (TED)</div>